

1. PURPOSE AND SCOPE OF THIS MEMORANDUM

This memorandum summarizes a site survey performed on July 18, 2008 to evaluate the condition of ADA-mandated accessibility at the Police Station in Pembroke Massachusetts. After a description of the site and interior conditions of the building, recommended improvements are provided in Section 7, beginning on page 8.

2. SPECIFIC SITE

The subject property is the Pembroke Police Station at 80 Center Street.



3. NAME AND LOCATION OF SITE

- a. The Police Station is located on a 1.811 acre Town-owned site (Parcel C10-17), accessed primarily from Center Street to the North. It is adjacent to the Town Hall parcel to the West and the Recreation / Library parcels to the South.

4. EXISTING CONDITION OF FACILITY

a. Existing Conditions

- i. Primary uses: The Police Station is used for typical public Safety administrative, service and detention purposes. There is some public access on an individual or small group basis.
- ii. Hours of Operation: The Police Station is a first-responder facility and is open 24 hours a day, seven day a week. It has no secondary municipal function.
- iii. Employee access needs: Police Department employees include sworn officers and some administrative staff. Officers are by definition able-bodied as a condition of their job responsibilities, and have no special accessibility requirements. The access needs of administrative staff, public visitors to the facility and individuals in Police detention can be assumed to be the same as that of the general public.

b. Nature of site and building development

The Police Station is a wood frame, 2-story structure with basement, initially constructed in 1978. The Pembroke Assessor's records indicate a total of 8,928 Sq. ft. of floor space, with a current building value of \$795,000.

- c. Surrounding Town uses include the Town Hall to the West and the Recreation, Library and Community Center to the South, all of which share some degree of common pedestrian and vehicle access, as well as parking.

5. CONDITIONS OF FACILITY ACCESS

a. Approach to parking lot, parking spaces and signage

The Police Station is marked by a free-standing yard sign and single sign above the main building entrance, both visible from the street. The parking area at the rear of the building is paved and contains approximately 45 marked parking spaces, with additional informal capacity. None of the marked spaces are designated as accessible. There is one accessible space at the Town Hall side of the access driveway which is immediately opposite the Police Station entrance, although signage at that space only indicates the direction to the Town Hall entrance. There is no marked access aisle or van-accessible space. There is no direct sidewalk access from a public way.

The condition of accessible parking space and the accessible route to the building entrance is generally good. However, the front-to-back slope of the space may slightly exceed the ADA standard of 1.2 degrees. The accessible route to the Police Station entrance appears to be compliant in slope, but the path crosses a busy access driveway is not marked as a crosswalk.

The sidewalk leading to the main Police Station entrance was under construction at the time of our visit, so its condition and slope could not be fully evaluated. However, the intact portion of the sidewalk closest to the building appears to be compliant for width, slope and condition.

b. Entrance and access to primary uses

i. Door and Sill – Main (front) entrance

The main entrance is not accessible, due to an excessive vertical step (approximately 3") between the exterior landing and the building floor. The outer door swings out, and may interfere with ADA entry clearance requirements at the landing. The threshold at the interior side of the entry door is also higher than the ADA maximum of 1/2". Door hardware is non-compliant. There is no power door operator.



ii. Directional signage to primary uses within building

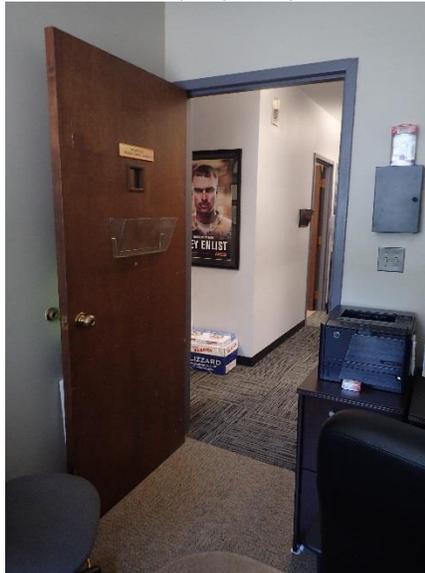
The interior signage at the Police Station is limited and typically does not meet ADA standards. Some permanent rooms and spaces are clearly identified, but the signage is not mounted at consistent heights or locations and lacks the required raised lettering and Braille characters.

However, we note that most public access to the Police Station is limited to the main entrance vestibule. Public access to other areas of the building is provided on an escort-only basis, so ADA-compliant signage is not a critical concern.

iii. Doorways and Door Hardware

With the exception of the Men's and Women's restrooms discussed below, most doors and doorways at the Police Station Town Hall do not conform to ADA accessibility standards. This is typically due to one or more of the following conditions:

- Lack of appropriate hardware. Most doors have standard doorknobs, which cannot be operated with a closed fist or without grasping. Lever handles or simple push-pull hardware are required.



- Lack of adequate side clearance at doors. A minimum 18" clearance is required at the latch-pull side of any passage or entry door. In some cases this is the result of furniture placed too close to the door; in other cases the door swing or location is problematic. In addition, where automatic door closers are used, a minimum 12" clearance is also required at the latch *push* side; however, few if any automatic closers were noted at Town Hall other than at the restrooms.

iv. Window Counter at Entrance Vestibule

Height – transaction area – 36" max height.

The window counter is approximately 45" high, which exceeds the ADA limit of 36". However, this not a transaction window so there is no functional barrier. The speaker grille in the fixed window is mounted above the reach of a person in a wheelchair; a maximum mounting height of 54" is recommended.



c. Access to staff and other services

i. Signage and floor; functionality (height and visibility)

As noted above, the Interior signage at the Police Station does not generally meet ADA standards.

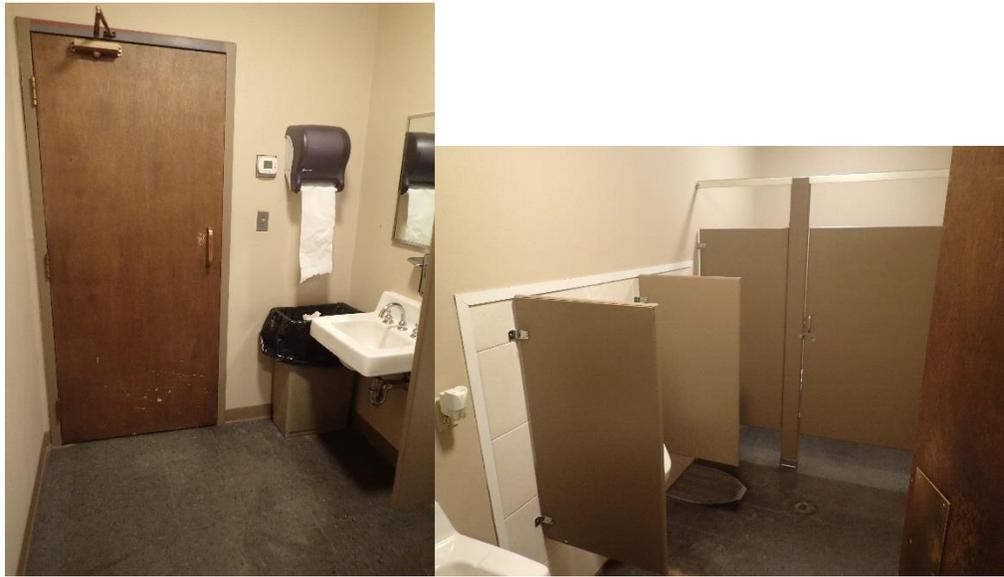
d. Restroom facilities

i. The first-floor Men's and Women's restrooms at the Police Station offer some degree of accessibility, but there are several non-compliant conditions, including the following:

ii. First Floor Men's Room

This room is designated as accessible, and is provided with an automatic door operator. As noted above, the exterior signage is not ADA-compliant. The interior of the toilet room is non-compliant in several respects:

- The entrance door swing interferes with the required clear floor space at the lavatory
- Supply and waste piping beneath the lavatory is not covered or insulated.
- The urinals are mounted higher than the 17" ADA maximum.
- There is insufficient clearance at the door to the toilet stall.



iii. First Floor Women's Room

Some effort has been made to improve the accessibility of this room, but it is non-compliant in several respects:

- Insufficient clearance between the toilet and lavatory (60" clear space at the back wall is required for the toilet)
- Rear wall grab bar is missing.
- The bottom edge of the mirror is mounted above the maximum 40" limit.
- Supply and waste piping beneath the lavatory is not covered or insulated.

We note that the room is probably too small to be made fully accessible.



iv. Basement and Second-floor areas

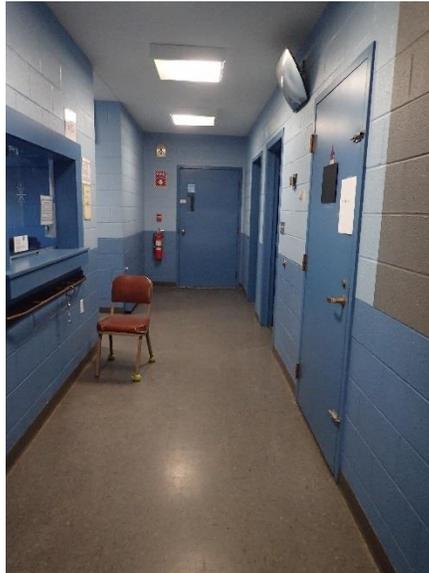
There are employee facilities, storage and utility areas in the basement and on the second floor. All are accessed by stairs, and there is no elevator or chair lift. None of these areas are open to public use, and they were therefore not evaluated for accessibility.

e. Emergency communication equipment

- i. The building is equipped with a fire alarm system, and horn/strobe units were noted at several locations. However, a full survey of the coverage of these signaling devices was not conducted.

f. Issues with access to other specialized services

- i. Detention Area:



The detention area, including holding cells and booking area is understood to be generally non-ADA compliant, as well as obsolete by current corrections standards. No detailed assessment was performed.

ii. Sally Port



The attached rear garage is used as a sally port for transferring detainees in and out of the holding cells and booking area. There is a full step up to the main floor.

6. BARRIERS THAT LIMIT ACCESS TO EXISTING BUILDING

a. Description of each barrier and nature of limitation

i. Condition of parking and pathway surfacing.

Parking area and accessible route are in generally good condition, but slopes may locally exceed ADA maximums. A van-accessible space is not identified.

ii. Ramps and doors

The main entrance door has a non-compliant landing and threshold.

iii. Signage and service locations

Signage is generally non-compliant, as discussed above. Non-escorted public use of the building is generally limited to the main entrance vestibule.

iv. Restroom facilities

There are partially-accessible restrooms at the main floor level, but not all elements are compliant. See above for additional detail.

v. Detention area

The holding cells, toilets and booking area are generally not in compliance with ADA and corrections standards.

vi. Sally Port

The doorway leading from the sally port into the main floor of the building has a full step up and is therefore not accessible.

7. SHORT TERM SITE IMPROVEMENTS

- a. Accessible Parking
  - i. Re-stripe and designate van-accessible space and access aisle.
- b. Entry Walkway and Landing
  - i. Re-grade and resurface walkway and provide raised landing within ½” of the interior floor elevation.

8. LONG TERM SITE IMPROVEMENTS

- a. Parking Location
  - i. Consider locating accessible parking on the Police Station side of the access driveway to avoid crossing traffic and to shorten the accessible path to the building.

9. SHORT TERM BUILDING IMPROVEMENTS

- a. Entrance Threshold and Door  
In conjunction with walkway and exterior landing modifications noted above, install new entrance doorway with compliant threshold, hardware and operation. A power operator is recommended for consistency with other Town buildings.
- b. Interior Signage  
Provide consistent ADA-standard signage for all accessible doorways, routes and spaces.
- c. Door Hardware – priority items  
Provide lever-handle hardware at any doors expected to be used by the general public, whether escorted or not. Ensure single-action release (from the room or exit side) of doors subject to locking (i.e., no separate deadbolts, etc.)
- d. Service Window – accessible communication  
Relocate speaking grille to 54” max. above the floor, provide a supplementary lower grille, or provide an electronic intercom at an accessible height.
- e. Door Clearances – furniture interference  
Remove or relocate furniture to allow 18” clear at the latch-pull side of doors, plus 12” clear at the latch *push* side where the door is equipped with a closer.
- f. Sally Port – Landing and Ramp  
Provide a level landing at the garage side of the interior door, with a ramp down to the garage floor level. Landing size and slope of ramp will depend on available space and direction of travel. Both can be portable.

10. LONG TERM BUILDING IMPROVEMENTS

- a. Door Hardware –  
Provide lever-handle hardware at remaining doors. Include tactile warning on backside of handle at doors to hazardous locations
- b. Door Clearances and Swings  
Reconfigure door openings and/or change door swings to allow 18” clear at the latch-pull side of doors, plus 12” clear at the latch push side where the door is equipped with a closer.

- c. Detention Area  
Reconfigure area to meet applicable ADA and corrections standards.